

CITY OF BOSTON

PUBLIC EVENT APPLICATION



Arts, Tourism & Special Events - Tel. 617-635-3911
Fax 617-635-4428
Consumer Affairs & Licensing - Tel. 617-635-4165

1. Name of Event: _____

2. Date(s) _____ Time from _____ to _____
_____ Time from _____ to _____
_____ Time from _____ to _____

3. Location: _____

** Voluntary Use Donations: Donations are accepted for the use of City Hall Plaza. Contributions support a broad array of public programming for residents and visitors of all backgrounds. Donations to the "Fund for Boston Neighborhoods" are tax-deductible. All inquiries regarding suggested donations should be directed to the Mayor's Office of Arts, Tourism and Special Events at 617-635-3911.*

4. Description of Property _____ ☐ Public ☐ Private (include copy of rental agreement)

5. Name of Organizer: _____ Contact Person: _____

Address: _____ Telephone: _____

Telephone: _____

6. Number of attendees expected: _____

7. MA Tax Number _____

8. Admission Fee/Donation: _____

9. Is the event being advertised? _____ Where? _____

10. What age group is the event targeted to: _____

11. Have you notified neighborhood groups or abutters? ☐ No ☐ Yes, who? _____

By what method were abutters notified? _____

ACTIVITIES: (please check where applicable)

A. Vending: ☐ Food ☐ Beverages ☐ Goods Total # of Vendors: _____

B. Entertainment: ☐ Live Music ☐ DJ ☐ Radio/CD ☐ Performers ☐ Dancing

☐ Amplified Sound ☐ Stage

C. Games/Rides: ☐ Adult Rides ☐ Kiddie Rides ☐ Games ☐ Raffle

☐ Other _____ Total #: _____

Name of Carnival Operator: _____

Address: _____

Telephone: _____

D. Security Personnel: # _____ How will they be identified? _____

E. Special effects: fire works or pyrotechnics ☐ Yes ☐ No

F. Clean Up: # of trash receptacles _____ ☐ Street Sweeping ☐ Steam Cleaning

Name of cleaning contractor: _____

G. Insurance required? ☐ Yes (include copy of insurance policy) ☐ No

H. Portable toilets: # _____ regular # _____ handicapped accessible

DEPARTMENT APPROVAL:

It will be necessary for you to obtain permits or certificates from the following departments:

Approval
Required

Date: _____ Signature: _____

- ☐ 1. Special Events:
- ☐ 2. BFS / Police Captain:
Is detail required: _____ # of detail assigned _____
- ☐ 3. Transportation:
- ☐ 4. ISD/Health:
- ☐ 5. ISD/Building:
- ☐ 6. Fire:
- ☐ 7. Public Works:
- ☐ 8. Parks:
- ☐ 9. Property Management:
- ☐ 10. EMS:
- ☐ 11. Licensing Division:

The Departments listed above have their own application process. Applicants are responsible for applying for and obtaining all required permits and certificates from the various individual Departments.

Regulations:

1. All members of the organizing committee and concessionaires must adhere to the rules and regulations set forth by all applicable departments. Any violation may result in a denial of a future permit.
2. The applicant and/or concessionaire is responsible to pay all applicable fees. Any non-payment of fees to any city department will result in the denial of the application.
3. The applicant is responsible to ensure that there is no illegal activity on the premises.
4. All concessions must be: stationary, placed in the street, and against the curb for free passage in the street and sidewalk, cannot exceed 12 ft. in length and 4ft. in width, and must have 4 ft. between each stand (10 ft. if propane is used).
5. Federal law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks clear and make sure that no storage is allowed on sidewalk.
6. Any items to be sold must be listed with their prices. All can sodas must be purchased in Massachusetts.
7. The applicant will be responsible for any damage to any public property.
8. The applicant is responsible for filing their application in a timely manner: at least 30 days in advance for larger events and at least 14 days in advance for smaller events. Non-compliance may result in a denial of the application.
9. The applicant shall indemnify and hold harmless the City of Boston and its employees from any damage it may sustain or be required to pay, by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and conditions of this license.
10. The City of Boston reserves the right to revoke the application at any time.

I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.

Signed: _____ Date: _____

GUIDELINES FOR PUBLIC EVENTS IN THE CITY OF BOSTON

This guideline has been developed for any person or group that wants to conduct a public event in the City of Boston.

A public event is an event open to the general public; it can be held on public or private property; it may feature entertainment, amusements, food and beverages; it may be classified as a road race, block-party, festival, fundraising party or parade.

A public event in the City of Boston depending the size and nature of the event may require a number of permits from various departments within the City before being officially approved.

In order to assure that the City as well as the public event applicant has as much information as needed before beginning the permitting process, the City requires the applicant to sit down with the public event committee prior to the scheduling of their event.

The applicant must provide the following completed documentation for the special events committee at their scheduled meeting:

- A Public Event application is available in room 817 or 802 of Boston City Hall.
- A detailed site plan showing the following: all handicap, pedestrian and fire access; dimensions of stages and tents; and type of equipment or generators & the placement of any vendors and any outdoor toilet facilities.
- If the site of the event is privately owned a letter from the landlord giving the applicant the right to use the property is required.
- If the site of the event is publicly owned you will need to file an application with the city department, which has oversight over the property:
 - If the event is to be held in a **park**, you will need a Special Event application from the Boston Parks Department, 1010 Mass Avenue, Boston, MA
 - If the event is to be held on a **city street**, that needs to be closed to host the event, you will need a Street Closing Application from the Boston Parks Department, 1010 Mass Avenue, Boston, MA
 - If the event is a **road race, walk or parade**, you will need to request such permit by writing to the Boston Transportation Department, Room 714, City Hall, Boston, MA 02201
 - An Insurance Binder naming the City of Boston as co-insured for the event.
- If the event is featuring entertainment, you need to list all performances.
- If the event is featuring amusements rides, you need to list all rides and games.
- If this is the first year of your event, you will need letters of support from local community and business organizations.
- You will need to prepare an itemized list and cost analysis of city services provided to you by Transportation, Boston Fire, Boston Police, Emergency Management Systems and Inspectional Services Department (Building, Health, Electrical Inspectors).

Once you have the above documentation, you can call and schedule a meeting with the Public Events Committee Coordinator, Patte Papa at 617-635-4455. The committee meets every Tuesday morning at Boston Police Headquarters, One Schroeder Plaza in Boston